



User Guide

## Dairy Export Certification

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Overview of the USDA Online Procedures for the Electronic Trade Document Exchange System (eTDE) and Electronic Document Creation System (eDocs) for Dairy Certificates to China, Chile, Columbia, and European Union.

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## Background

To request a Health Certificate exporters must register to use the Electronic Trade Document Exchange System (eTDE). eTDE provides a secure environment for sharing trade documentation with governments and businesses across the supply chain.

To work within this security framework, there are a number of actions that new users and companies must take:

- Users located within the United States must obtain level 2 eAuthentication
- Users located outside of the United States must obtain level 1 eAuthentication
- Companies must be registered in eTDE - known as an Entity
- First time users must go to eTDE - <https://www.etde.usda.gov/etde/> and will be directed to a profile page to request party and role association.
- New users must also sign up for an eTDE/eDocs training session with USDA AMS Information Technology Services (ITS) once level 2 eAuthentication is obtained. Training sessions are offered Thursdays at 4pm EST (days and times are subject to change). Registration for a consulting session will be first-come, first-served and spots in each session are limited.
- Please allow time for eTDE registration; it may take up to 2 weeks to complete due to availability of training sessions with AMS Information Technology Services (ITS).

## eAuthentication – What is an Account?

An eAuthentication account is a way for you to interact with USDA websites online. It gives you the ability to identify yourself to the USDA via your User ID and password. It permits you to access a wide range of USDA applications across the many USDA agencies and their services. You gain the convenience of transacting business with USDA online at any time and from any computer, with internet access, that is convenient to you. Currently, USDA offers Accounts with Level 1 Access and Accounts with Level 2 Access for the general public and USDA customers.

Your eAuthentication account consists of a User ID, a password, and your customer profile which contains information about you that will permit USDA applications to identify if you have the correct permissions to view the website you attempted to access.

### Level 1 eAuthentication Access

An account with Level 1 access allows the user to enter USDA Web site portals and applications that have been determined to have minimum security requirements or restrictions.

Note: Level 1 access is limited to certain areas of the USDA agency websites and does not allow you to conduct official electronic business transactions with the USDA via the internet. Please check the website for the application you wish to use. Many indicate whether a Level 1 or Level 2 is required. Registering for an account with Level 1 access is easy. You will create a brief customer profile, User ID

and password for your USDA account. You will then receive a confirmation email from the USDA asking you to respond to the email to confirm your account within seven (7) days. If you do not respond to the email asking you to confirm your account within seven (7) days, you will have to restart the registration process by creating another profile and will need to select a new User ID.

Once you have confirmed your online registration, you will have immediate access to USDA portals and applications that accept accounts with Level 1 access.

A Level 1 Access account is NOT required before you may apply for a Level 2 Access Account. If you already have a Level 1 Account, please log into your profile and select "Apply for Customer Level 2 Authentication".

International users should apply for Level 1 eAuthentication. They must notify the eTDE System Administrator when they have requested eAuthentication by sending an email to [eTDEAdmin@usda.gov](mailto:eTDEAdmin@usda.gov). The user's name and organization should be included in the email. The eTDE System Administrator must approve new international users before access to the eTDE system will be available. Domestic (U.S.) users need to apply for a Level 2 eAuthentication account, but do NOT need to send an email to the System Administrator.

## Level 2 eAuthentication Access

An account with Level 2 access allows the user to enter USDA Web site portals and applications that have been determined to have the need of higher security requirements or restrictions and the need of a verified identity for each User ID and profile.

Registering for an account with Level 2 access is easy but requires a few more steps than Level 1. You will create a customer profile with your name, personal contact information, a User ID and a password for your USDA account. You will then receive a confirmation email from the USDA asking you to respond to the email to confirm your account within seven (7) days. If you do not respond to the email asking you to confirm your account within seven (7) days, you will have to restart the registration process by creating another profile and will need to select a new User ID.

### **Hints**

- Once you create a User ID, it cannot be changed.
- Your first and last names must be entered in your profile exactly as they appear on the identification you will be taking to the Service Center to prove your identity.
- Create a password that you will be able to remember.

Once you have registered for your Level 2 eAuthentication account, you will need to complete the identity verification process. This can either be done online, or by presenting your government issued photo ID in person at a USDA Service Center. You will receive additional instructions for verifying your identity after you have registered for your Level 2 eAuthentication account.

## eAuthentication - Registering for Level 1 or 2 eAuthentication Account

1. To begin the registration process please visit the eTDE Website at: <https://www.etde.usda.gov/etde/> and select the option for users that are not registered in the system as highlighted below.

Electronic Trade Document Exchange System

### Welcome to the Electronic Trade Document Exchange System (eTDE)!

The eTrade Document Exchange (eTDE) System supports the trade of US agricultural commodities domestically and internationally. This system makes trade documents, including official certificates, available via the internet to facilitate foreign and domestic trade of US agricultural products.

USDA provides this information as a service to the supply chain. The certificates available in the repository are provided by a variety of document providers. Some certificates are provided by USDA, some by programs under USDA certification, and some from commercial sources that operate independently of USDA. USDA validates the identity of each document provider and has security controls in place to ensure that certificate data obtained from document providers remains unaltered once it is posted onto the site. Certificates downloaded from eTDE contain statements reminding users that certificates printed from the eTDE system are not considered authentic copies, and that some documents are provided by sources that operate independently of USDA.

In order to access eTDE certificate information you must be registered through the USDA e-Authentication system.

If you are not a registered user of the eAuthentication system please go to <http://www.eauth.egov.usda.gov/>

~~International users should apply for Level 1 eAuthentication. They must notify the eTDE System Administrator when they have requested eAuthentication by sending an email to [ETDEAdmin@usda.gov](mailto:ETDEAdmin@usda.gov). The user's name and organization should be included in the email. The eTDE System Administrator must approve new international users before access to the eTDE system will be available. Domestic (U.S.) users need to apply for a Level 2 eAuthentication account, but do NOT need to send an email to the System Administrator.~~

If you are a registered user of eAuth System, click here [Login to eTDE](#)

Version: 1.1.2 Date: 05/15/2015

Select the "Create an Account" link (blue text)

You are here: eAuthentication Home

## eAuthentication Home

### Welcome

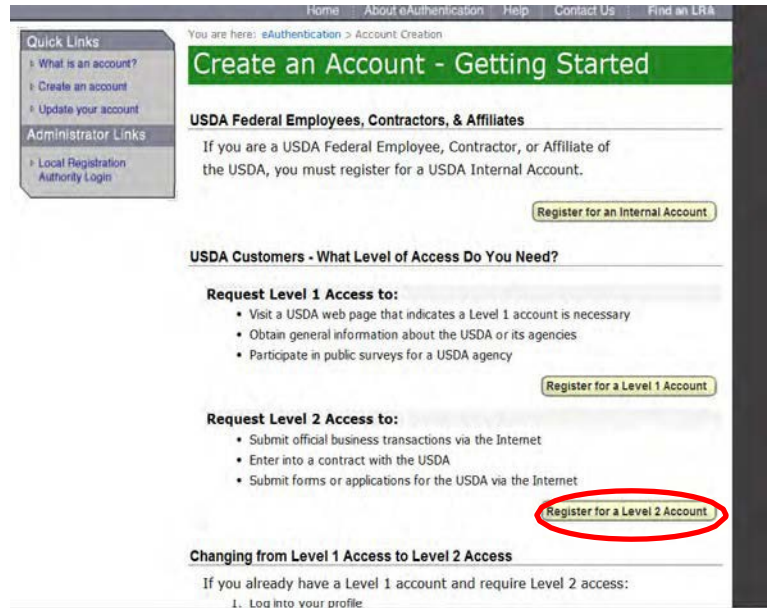
USDA eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes things such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts.

Please note that USDA will only accept eAuthentication Accounts from individuals.

Currently USDA eAuthentication does not have the mechanism to issue accounts to businesses, corporations or other entities.

To apply for a USDA eAuthentication Account, please visit the [Create an Account Page](#).

- Based on your Level requirement select either Level 1 – users outside of the United States or Level 2 – Users within the United States.



- Complete all information requested in the registration request form. Section highlighted in red and marked with an (\*) are required fields.

**User Information**

Required Field\*

First Name\*

Middle Initial

Last Name\*

Suffix

Home Address\*

Home City\*

Home State\*

Home Zip/Postal Code\*

Home Country\*

Birth Date\*

**Contact Information**

Home Phone

Email\*

Confirm Email\*

**Login Information**

User ID\*

Password\*

Confirm Password\*

**Security Questions**

Please select and answer four distinct questions from the selections below. This information will be used to assist you in using our eAuthentication Self Service options and various other services.

The Security Questions and Answers that you provide may be the ONLY method available to validate your identity if your USDA accounts become inaccessible. Please select Questions and Answers that are easily memorable to you and hard for anyone else to guess. Each question may only be used once. For additional assistance, click the (?) above.

1\*

2\*

3\*

4\*

Hit "Continue" once you have completed all required fields

- The system will request that you verify all information submitted is correct. Hit Submit once all information has been verified.
- Once you have verified all of your information and it has been submitted through the system you will then be provided instructions on completing the final two steps to complete your registration.

#### Step 3 of 5 - Print Confirmation email

##### Account Created:

Your account has been created but you have two more steps required to complete your registration!

Your confirmation email with the subject line, "**eAuthentication - Action Required - Instructions to Activate Your USDA Account With Level 2 Access**", should arrive within 1 hour. Please follow the instructions in the email to complete step 4 of your registration.

##### eAuthentication Account Information:

User ID:

Email:

##### Level 2 access activation process:

- Click the ACTIVATE MY ACCOUNT link in the confirmation email
- Select an option for identity verification. You will be prompted to select one of the following:
  - Online identity verification
  - In-person identity verification at a USDA Service Center

*Note: You will NOT be able to use your account to conduct official electronic business transactions with the USDA until you have completed the identity verification process.*

##### If after 24 hours you do not receive the confirmation email:

- Check the email "junk" folder, as some email applications may place this email there.
- Search for the following subject line in your email application: "eAuthentication - Action Required - Instructions to Activate Your USDA Account With Level 2 Access"

##### Once you have located the confirmation email:

- Follow the instructions in the email to complete step 4 of your registration.

For additional information click [here](#) to review our Frequently Asked Questions.

*Please print this page for future reference.*

- Locate your confirmation e-mail and follow the instruction in the e-mail to complete step 4 of your registration.

This step also involves identity verification. You will have the option of verifying your identity on-line or in person at a USDA Service Center.

USDA Local Registration Authority (LRA) locations are found at:

<http://offices.sc.egov.usda.gov/locator/app?type=lra>



## eTDE Registration

7. Level 2 eAuthentication allows you access to complete your registration in [eTDE](#). Once you have level 2 eAuthentication you must login to the [eTDE](#) system to complete registration either as a:

- New user – User who is logging into the system for the first time. If user logs into system for the first time, user is directed to the “eTDE Request Registration Page”.
- User with Associated Entity – A registered user who has already been associated with an entity currently in the system. If registered user with Associated Entity, user is directed to the “eTDE Home Page”
- User without Associated Entity – User who is registered in the system but is not associated with an entity. If registered user without Associated Entity, user is directed to the “eTDE User Profile Page”

Please also review the step by step instructions in the [Dairy Owner User’s Guide](#).

### New User Screen

**USDA** United States Department of Agriculture

The average American consumes more than 6 pounds of peanuts and peanut butter products each year

**eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM**

eTDE > Request Registration

Please fill in required fields (\*)

**eTDE User Registration Request**

* First Name	<input type="text"/>	* Last Name	<input type="text"/>
* Work Name	<input type="text"/>	* Work Street Addr1	<input type="text"/>
* Work Country	<input type="text"/>	Work Street Addr2	<input type="text"/>
* Work City	<input type="text"/>	Work State / Province	<input type="text"/>
* Work Phone	<input type="text"/>	* Work Zip / Postal Code	<input type="text"/>
* Primary Email	<input type="text"/>	Work Fax	<input type="text"/>
		Mobile Phone	<input type="text"/>
		Alternate Email	<input type="text"/>

Register New Entity and Become Entity Administrator

Entity Information same as Work Information

**eTDE Entity Registration Request**

* Entity Name	<input type="text"/>	Commodity Type	<input type="text" value="Peanuts"/>
* Entity Street Addr 1	<input type="text"/>	Entity Street Addr 2	<input type="text"/>
* Entity City	<input type="text"/>	Entity State / Province	<input type="text"/>
* Entity Phone	<input type="text"/>	* Entity Zip / Postal Code	<input type="text"/>
* Entity Country	<input type="text"/>	Entity Fax	<input type="text"/>
		Mobile Phone	<input type="text"/>
Comment	<input type="text"/>		

**Request Registration** **Cancel**

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## User with Associated Entity Screen



United States Department of Agriculture

The average American consumes more than 6 pounds of peanuts and peanut butter products each year



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### eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM

[Skip Navigation](#)

eTDE > Profile

#### eTDE User Profile

Please fill in required fields (\*)

*First Name	<input type="text" value="Testtdp03"/>	*Last Name	<input type="text" value="Testtdp03"/>
*Work Name	<input type="text" value="Birdsong"/>	*Work Street Addr1	<input type="text" value="ssssssssssssssssssssssssss"/>
*Work Country	<input type="text" value="USA"/>	Work Street Addr2	<input type="text"/>
*Work City	<input type="text" value="Falls Church"/>	Work State / Province	<input type="text" value="Brasil"/>
		*Work Zip / Postal Code	<input type="text" value="22102-3333"/>
*Work Phone	<input type="text" value="s"/>	Work fax	<input type="text"/>
		Mobile Phone	<input type="text"/>
* Primary Email	<input type="text" value="etdetestuser@yahoo.co"/>	Alternate Email	<input type="text"/>

#### Current Entity Association


Current Association:

*Note: Access is limited until your association request and/or entity registration request has been approved.*


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## User without Associated Entity Screen

**United States Department of Agriculture**

The average American consumes more than 6 pounds of peanuts and peanut butter products each year



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### eTRADE DOCUMENT EXCHANGE (eTDE) SYSTEM

Skip Navigation  
eTDE > Profile

#### eTDE User Profile

Please fill in required fields (\*)

*First Name	<input type="text" value="testtdp02"/>	*Last Name	<input type="text" value="testtdp02"/>
*Work Name	<input type="text" value="Nutco"/>	*Work Street Addr1	<input type="text" value="p"/>
*Work Country	<input type="text" value="USA"/>	Work Street Addr2	<input type="text" value="p"/>
*Work City	<input type="text" value="p"/>	Work State / Province	<input type="text" value="Rio De Janeiro"/>
		*Work Zip / Postal Code	<input type="text" value="22102-0987"/>
*Work Phone	<input type="text" value="p"/>	Work fax	<input type="text" value="s"/>
		Mobile Phone	<input type="text" value="s"/>
* Primary Email	<input type="text" value="abc@xyz.com"/>	Alternate Email	<input type="text"/>

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#### Current Entity Association

Current Association:

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#### Entity Association Request

Request Association (users may associate with only one entity):

- USDA - Gastonia
- JLEEK
- Golden
- Nutco
- Snickers
- Rollo
- Mars
- Birdsong

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#### Entity and External System Registration Request

*Note: Access is limited until your association request and/or entity registration request has been approved.*

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## Training Request

Once all of the steps above have been completed you must request a training session with AMS ITS. Please contact [DairyExportsQuestions@ams.usda.gov](mailto:DairyExportsQuestions@ams.usda.gov) to register for a training session with AMS ITS.